ES 77-6;

3 May 1977

MEMORANDUM FOR: See Distribution

DD/A Registry 7-2556

FROM

: B. C. Evans

Executive Secretary

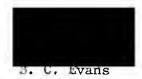
SUBJECT

: Servicing DCI Requirements and Your Needs

1. Action Requested: Assist this Office and SA/DCI to see that your material is properly presented to the DCI in sufficient time to enable him to focus, revise, or take appropriate action; and undertake a few steps to enhance the viability of our suspense system.

- There is a great deal of material in the system generated by your initiative and/or in response to DCI requirements. In accomplishing these tasks, it is requested that you:
 - A. Please comply with ES 77-4 of 17 March 1977 on the preparation of correspondence for the DCI. In doing so, please be sure that:
 - the letter-size manila folder called for in paragraph 5 has an appropriately classified routing sheet on the outside. If the inside material must be read prior to a certain date, geared to an appointment, meeting or other deadline, please flag this for the DCI on the conveying routing slip.
 - instead of sending along a lengthy FYI memorandum, convert its substance to a precis, fact sheet, or point-paper conveyed by a brief note, summarizing its content to the extent of flagging what it is, why the DCI should see it, and when.
 - On DCI actionable material we send to you for preparation of a DCI response or comment to the DCI, we ordinarily indicate on my routing slip a suspense date. If you are unable to meet this date, have someone call us; where we indicate no suspense date, have someone call us indicating how long it will take to accomplish the necessary work. FYI, on all material, we place a reminder in Registry which returns the document to us at a given time, even though we do not assign a suspense date on the transmittal; but you must not rely exclusively on our tickler system in discharging a DCI or Executive Secretariat assigned action.
 - C. As you know, we have been sending extracts of the notes of Morning Staff Meetings to you as a reminder, per ES 76-5 dated 3 December 1976. Within five working days after receipt, please return these to us with a handwritten note indicating what has been done or what work is under way.

- 3. I also encourage you to maximize the Morning Staff Meeting where the DCI is present for mentioning items of information or requests for guidance rather than creating a paper on such topics, if that is appropriate.
- 4. The above is in response to what we hope is an unnecessary and temporary "energy crisis." In assessing our reserves, we look to you for support. Thanks.



STATINTL

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